

## U.S. Department of State INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Fo	reign Service National Handbook, Ch	napter 4 (3 FAH-2)			
1. POST 2. AGENCY STA		ATE 3a.	3a. POSITION NO. A52012		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIE Yes	S MAY SHOW THE NUMBER OF SUCH PO	SITIONS AUTHORIZED AND/OR ESTA	BLISHED AFTER T	HE"YES" BLOCK	C
4. REASON FOR SUBMISSION					
a. Redescription of duties: This posi	tion replaces				
Position No.		(Title),	(5	Series)	(Grade)
b. New Position					
c. Other (explain)		15 - 611 - 611			
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Gardener, PSA - 02		PSA- 02		08-10- 2016
b. Other					
c. Proposed by Initiating Office					
6. POST TITLE OF POSITION (If different from Gardene	7. NAME OF EMPLOYEE				
8. OFFICE/SECTION	a. First Subdivision				
US Embassy/Facility Management		Management			
b. Second Subdivision Facility Management		c. Third Subdivision			
This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.		10. This is a complete and accurate description of the duties and responsibilities of this position.			
		# 40	, e		
		19/5/201			
		1015/04			
Typed Name and Signature of Employee Date (mm-dd-yyyy)		Typed Name and Signature of Supervisor Date (mm-dd-уууу)			
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.			
e est s	10-05-2016	y.			
Typed Name and Signature of Section Chief or A		Typed Name and Signature of Adi	min or Human Resou	irces Officer	Date (mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

The incumbent is assigned to the Facility Management (FAC) as a gardener to perform gardening work at the Chief of Mission Residence (CMR) and other Embassy locations when required. He/She is reponsible for weeding, planting, prunning and watering as well as the general maintenance and appearance of grounds and gardens at the CMR. Incumbent is required to inspect/oversee Deputy Chief of Mission residence (DCR) once a week to help improve or maintain it's grounds by making recommendations to the Gardening Contractor's Contrating Officer Representative (COR).

## % OF TIME

14.0 Major Duties

(70% of time)

Performs duties as gardener in connection with gardening labor services on the Chief of Mission residence (CMR) and Embassy residences. Summary of general duties is listed below:

- 1. Maintaining and developing the garden at the Chief of Mission Residence (CMR), which includes cutting of grass, emptying trash bins, weed control and leaf raking.
- 2. Plans and executes small scale landscaping operations and maintains grounds and landscape of the CMR.
- 3. Plants new trees, flowers and various plants.
- 4. Plans lawns, and plants and cultivates them, using gardening implements and power-operated equipment.
- 5. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location.
- 6. Mows and trims lawns, using hand mower or power mower.
- 7. Trims shrubs and cultivates gardens.
- 8. Maintenance of plant tub basket.
- 9. Cleans grounds, using rakes, brooms, and hose.
- 10.Spray and disinfects plants, trees and shrubs for pests and disease.
- 11. Makes sure that all gardening equipment is maintained and serviced.

## 14.1 Logistic Support

(20% of time)

- 1. Performs escort duties for cleared contractors, vendors, suppliers as required at Embassy properties.
- 2. Inspects and reports on deficiencies and needed repairs in assistance with skilled technicians.
- 3. Assist in official events at the Chief of Mission Residence (CMR)
- 4. May be assigned to other embassy locations to perform related gardening jobs.
- 5. Inspect Contractor work at Deputy Chief of Mission Residence (DCR) and advise COR as necessary to properly maintain or improve DCR grounds.

## 14.2 Other Duties

(10% of time)

Performs other duties as assigned by the supervisor and other assigned supervisors.

The incumbent is responsible for all USG issued tools, clothing, safety equipment or other items issued for his/her use and all USG and trade safety practices are to be observed at all times. Safety hazards or concerns observed by the incumbent are to be reported immediately to the Supervisor or Facility Manager.

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15,	a. Education:
	Completion of Primary School is required.
	b. Prior Work Experience: One year of gardening maintenance experience required.
	One year of gardening maintenance experience required.
	c. Post Entry Training: On the job training on the use of related equipment.
	d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):  Level II written and spoken English is required.
	d. Job Knowledges:
	Must be able to understand the concept of gardening maintenance and equipment.
	e. Skills and Abilities:  Must be able to assist in jobs requiring physical labor and have the ability to use a wide range of gardening equipments and powered hand tools. Basic computer skills required.
16.	POSITION ELEMENTS : a. Supervision Received:
	Directly supervised by the FAC Administrative Assistant - COR.
	b. Supervision Excercised: None
	c. Available Guidelines: Guidelines received by verbal instructions from the Supervisor or from the American Officers.
	d. Exercise of Judgement:  Basic decision related to gardening.
	e. Authority to Make Commitments: None
	f. Nature, Level, and Purpose of Contacts:
	None
	g. Time Expected to Reach Full Performance Level: Six months.
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